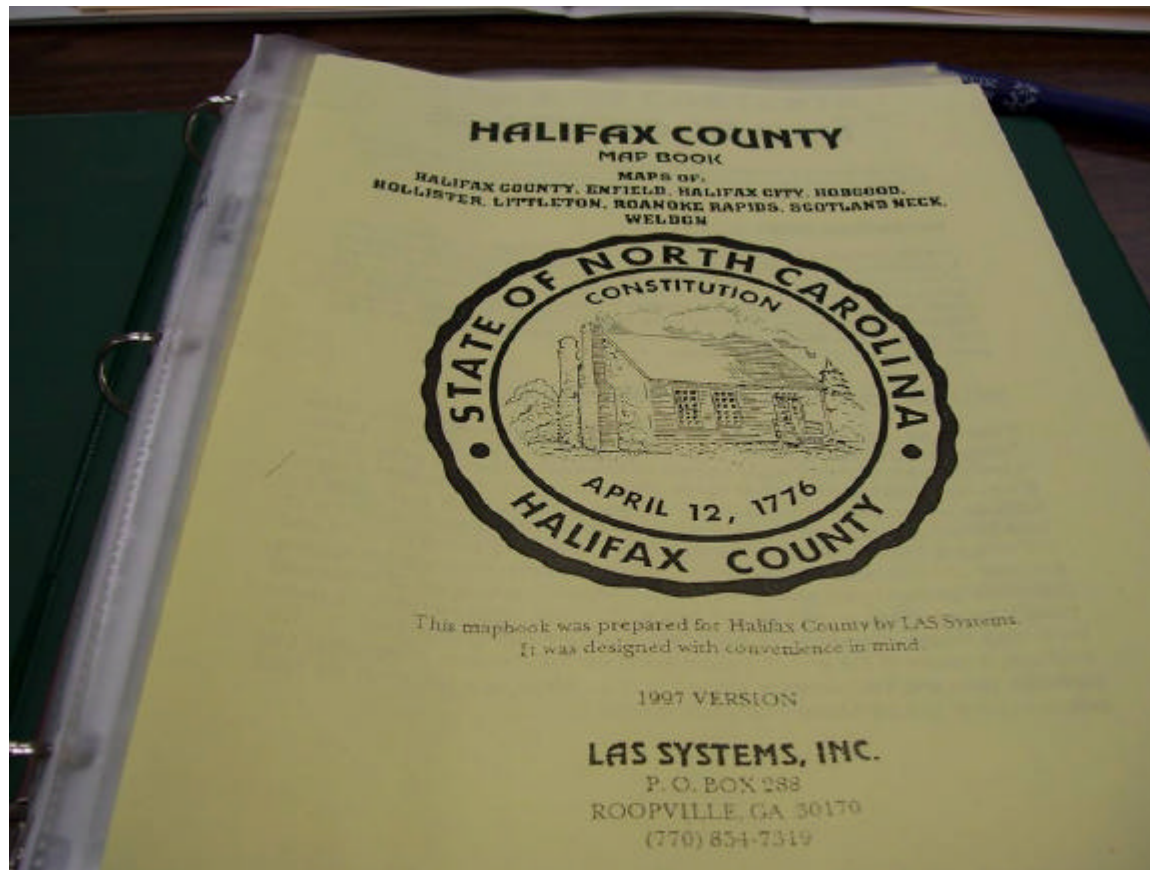


Best Practices

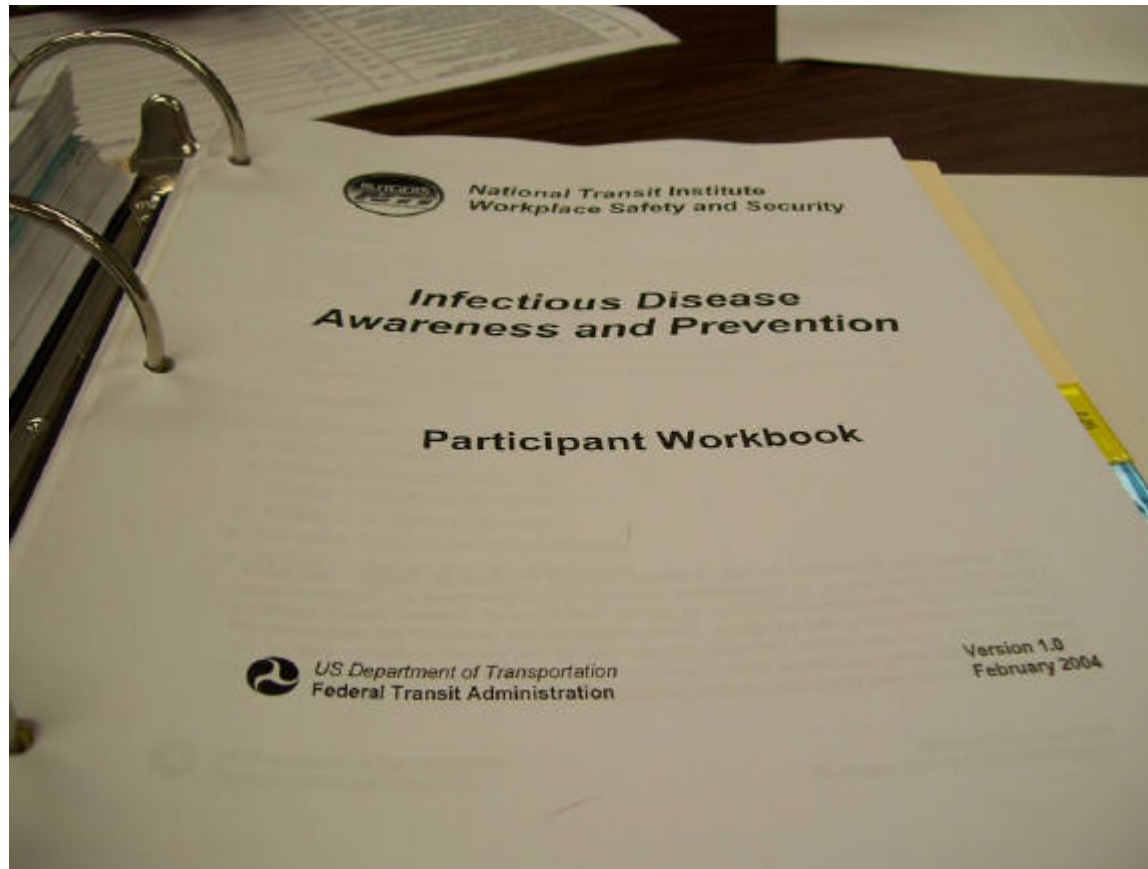


This training aid only took a piece of plywood, some tie-down straps and tracks. The grantee now has a way to train on wheelchair securement.

The grantee contacted the local county to obtain maps on the areas which they provide services. This was done in order for the employees to be trained.



The grantee contacted NTI for Infectious Disease Awareness and Prevention Workbook.



The grantee designed a radio code handbook to aid them in training personnel on the different radio codes

10-1	SIGNAL WEAK	10-21	CALL BY TELEPHONE
10-2	SIGNAL STRONG	10-22	DISREGARD
10-3	STOP TRANSMITTING	10-23	OUT OF VEHICLE
10-4	AFFIRMATIVE	10-24	ASSIGNMENT
10-5	BEGINNING TOUR DUTY	10-25	REPORT IN PERSON
10-6	ENDING TOUR DUTY	10-26	ESTIMATE TIME ARRIVAL
10-7	REPORT TO BASE	10-27	VEHICLE DOWN
10-8	IN SERVICE	10-28	MECHANIC NEEDED

The grantee is reporting their Summary of Work-Related Injuries and Illnesses on the OSHA Form 300A

OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	0	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
302	7

The grantee is tracking their maintenance levels using different inspection criteria

CHOANOKE PUBLIC TRANSPORTATION AUTHORITY –

Date _____

Vehicle # _____

Odometer _____

Check One:

☐ Inspection made on date scheduled

☐ Inspection was not made on scheduled date

Maintenance Levels:

Check Below:




by: (O) If item OK (A) If adjustments made (R) If repairs made

Maintenance Level A (to be done every 6,000 miles)	Maintenance Level B (to be done every 12,000 miles)
--	---

The grantee is tracking their maintenance levels using different inspection criteria

TRANSPORTATION AUTHORITY – Preventative Maintenance Report

CHECK APPROPRIATE ID.

 ☐  ☐  ☐

ade (R) If repairs made

Maintenance Level B (to be done every 12,000 miles)	Maintenance Level C (to be done every 26,000 miles)
<ul style="list-style-type: none">() Complete Maintenance Level A() Inspect ignition system, cap, wires, distributor, rotor() Check P.V.C. valve() Rotate all tires() Check air filter() Clean T.B.I. System() Run scanner and check for any codes() Check exhaust system and all hangers() Check tires for irregular or alignment wear() Check wheels for cracks or loose lugs/outer hub	<ul style="list-style-type: none">() Complete Maintenance Levels A and B() Run engine compression test() Check valve covers for leaks() Pull all wheel bearings and inspect() Inspect spark plugs and change if needed() Change transmission oil and filter() Safety Equipment

The grantee has a Training Library for all training performed on-site.

•

- DVD Public Use Wheelchair Lift Operational Video
- How To Safely Evacuate A School Bus
- Bus Evacuation For Special Education Bus Driver
- Transit Work Place Safety & Security
- CD Training Programs Smart Driver+ The Bus, The Driver, Defensive Driving
- Profiler
- HR Hero Supervisory Training Series
- Safety for Supervisors: Avoiding Hazards from Cubicle to Factory Floor
- Harassment: 6 Threats Supervisors Can't Ignore
- How Supervisors Can Fire Without Getting Burned
- Time Out or Tough Love? Supervisor's Guide to
- Discipline Employees Keep 'It's Not Fair!' from Becoming 'It's Discrimination!'
- NSC- Hazard Communication Compliance Training
- VHS TAPES Coaching the Van Driver (kit)
- Coaching the School Bus Driver (kit)
- Serving Passengers with Disabilities
- Operation Training for Lift Equipped Vans

• The grantee has a Training Library for all training performed on-site.

- VHS TAPES
 - NSC - Defensive Driving Course
 - NSC - CDL Coach & Transit Drivers Pre-Trip Inspection Skills Test
 - NSC - CDL Coach & Transit Drivers Skills & Road Test Training
 - Training on Substance Abuse in the Workplace
 - Too Much to Lose - Confronting Drugs in the Workplace
 - "I Used to Work There" Confronting Drugs in the Workplace
 - Drugs at Work - Employee Version
 - Rolling Stoned? Drug Identification & Detection of Drivers Under the Influence
 - Essential Skills for Dispatchers
 - Commercial Driver's License Study Program
- PowerPoint Presentations
 - Agency Vehicle Security
 - Infectious Disease Awareness
 - Workplace Violence
 - Hazard Communication Compliance Training
 - Safety Attitude
 - CPTA, HR and YOU
 - Performance Appraisals
 - Family Medical Leave Act of 1993

The grantee has a New Hire Training Log for all training performed on-site.

- EMPLOYEE ID:
-
- Class Title Class Date Certified (Yes/No) Certification Expiration Class Date Certification Expiration Class
- Date Certification Expiration
- Personnel Policies
- Family and Medical Leave Act
- Drug & Alcohol Policy
- Safety Plan and Policy
- Equal Employment Opportunity
- Exposure Control
- Time Recording Policy
- Service Animal Policy
- Pre-Trip Inspections
- Emergency Response
- Emergency Vehicle Evacuation
- Pre/Post -Trip Inspections
- Uniform Policy
- Temporary Employee Conversion Policy
- Workplace Cleanliness Policy
- Wheelchair Lift Operation

The grantee has a Individual Training Log for all training performed on-site.

- EMPLOYEE ID:
- Class Title Class Date Certified (Yes/No) Certification Expiration Class Date Certification Expiration Class Date
Certification Expiration
- Agency/Employee Security
- Bloodborne/Airborne Pathogens
- CDL - The Law
- Cell Phone Usage
- Customer Service
- Defensive Driving
- Driver Evaluations
- Drug & Alcohol Misuse
- Employee Resources
- Emergency Response
- Emergency Vehicle Evacuation
- Fire Extinguisher Use
- First Aide
- Performance Appraisals
- Post-Trip Inspections
- Pre-Trip Inspections
- Profiler
- Right-To-Know
- Safety Policy - Accident/Incident Response/Reporting
- Service Requirements
- Time Management
- Uniforms
- Vehicle/Route Efficiency
- Wheelchair Lift Operation
- Workplace Cleanliness

The grantee implemented System Safety Program Plan that saved the system \$1,272 dollars in insurance cost

MULTIPOOL DISCOUNT ELIGIBILITY FUND YEAR 2007/2008	
Choanoke Transportation Authority	
Multi-Pool Discounts can be earned by participating in more than one pool	
Participation in Two Pools	\$848
<hr/>	
Participation in Three Pools	\$1,272
<hr/>	
MINIMUM SAFETY PROGRAM DISCOUNT ELIGIBILITY	
Minimum Safety Program Discounts can be earned by implementing a safety Program and documenting compliance by completing and submitting self-audit scores of 80% or more qualify for a 1.5% discount. Members with self-audit scores of 80% or more qualify for a 2.5% credit.	

Lockout/Tagout Program



Lockout/Tagout of Vehicles



Vehicle Maintenance Record

Vehicle Maintenance/Fuel Record							
Vehicle #569		FY 06-07					
		2000 Dodge Van with Lift			ID# 2B6LB31Z0YK147794		
		Beginning Miles July 1, 2006			Miles 112377		
Mo	Gals	Costs	Miles	Maint. Costs	Repairs	Totals	End Miles
July	233.1	\$631.45	2891	117.83	Blower motor & resistor, oil change,	\$749.28	115,268
Aug	257.4	\$689.21	3195	12.27	Oil change, rotate tires	\$701.48	118,463
Sept	228.7	\$524.47	2792	0		\$524.47	121,255
Oct	164.2	\$329.74	1943	191.48	Oil change, tire rotation, tune-up,	\$521.22	123,198
Nov	188.4	\$377.79	2162	0		\$377.79	125,360
Dec	126.4	\$266.92	1436	747.06	Seatbelt, oil change, transmission	\$1,013.98	126,796
Jan	141.9	\$279.23	1812	576.69	flush, 2 headlights, tire valve replace windshield	\$855.92	128,608
Feb	224.5	\$437.30	2553	111.19	Heater control Assy., RH rear turn	\$548.49	131,161
March	225.5	\$515.87	2671	56.51	signal bulb Oil change, tire rotation	\$572.38	133,832
April	245.2	\$626.83	2799	0	Front brake pads	\$626.83	136,631
May	169.7	\$461.78	2195	193.67	Oil change, tire rotation, radiator	\$655.45	138,826
June	230.2	\$641.19	2778	193.67	NC Inspection Oil change, tire rotation,	\$13.19	141,604
Yr Totals	2435	\$5,781.78	29227	2200.37		\$7,160.48	

State Inspector Inspecting Vehicle



Vehicle Folder

Attachment 3
ADDITIONAL

STATE OF NORTH CAROLINA
REGISTRATION CARD

NC DIVISION OF MOTOR VEHICLES
RECEIPT OF FEES PAID

VEHICLE YEAR: 2000 VEHICLE TYPE: Car Vehicle Make/Model: Dodge
VEHICLE VIN: 2D6L83120FK147394 Mileage at Delivery: 507
REPLACEMENT VEHICLE?: Yes No Vehicle Replaced: 8120100741714
(6 = 0, 1, 2 = System Number VIN)

Place an "X" by each line item that applies:

- ☐ Copy of delivery notice/dealer acceptance form
- ☒ Copy of delivery invoice
- ☒ Copy of original title
- ☐ Copy of MVR request
- ☒ Copy of vehicle inspection/checklist
- ☐ Copy of state inspection form
- ☒ Copy of vehicle registration
- ☐ Copy of warranty information

Date sent to NCDOT: _____
Date faxed to NCDOT: _____
Date of inspection: _____
Date of registration: _____

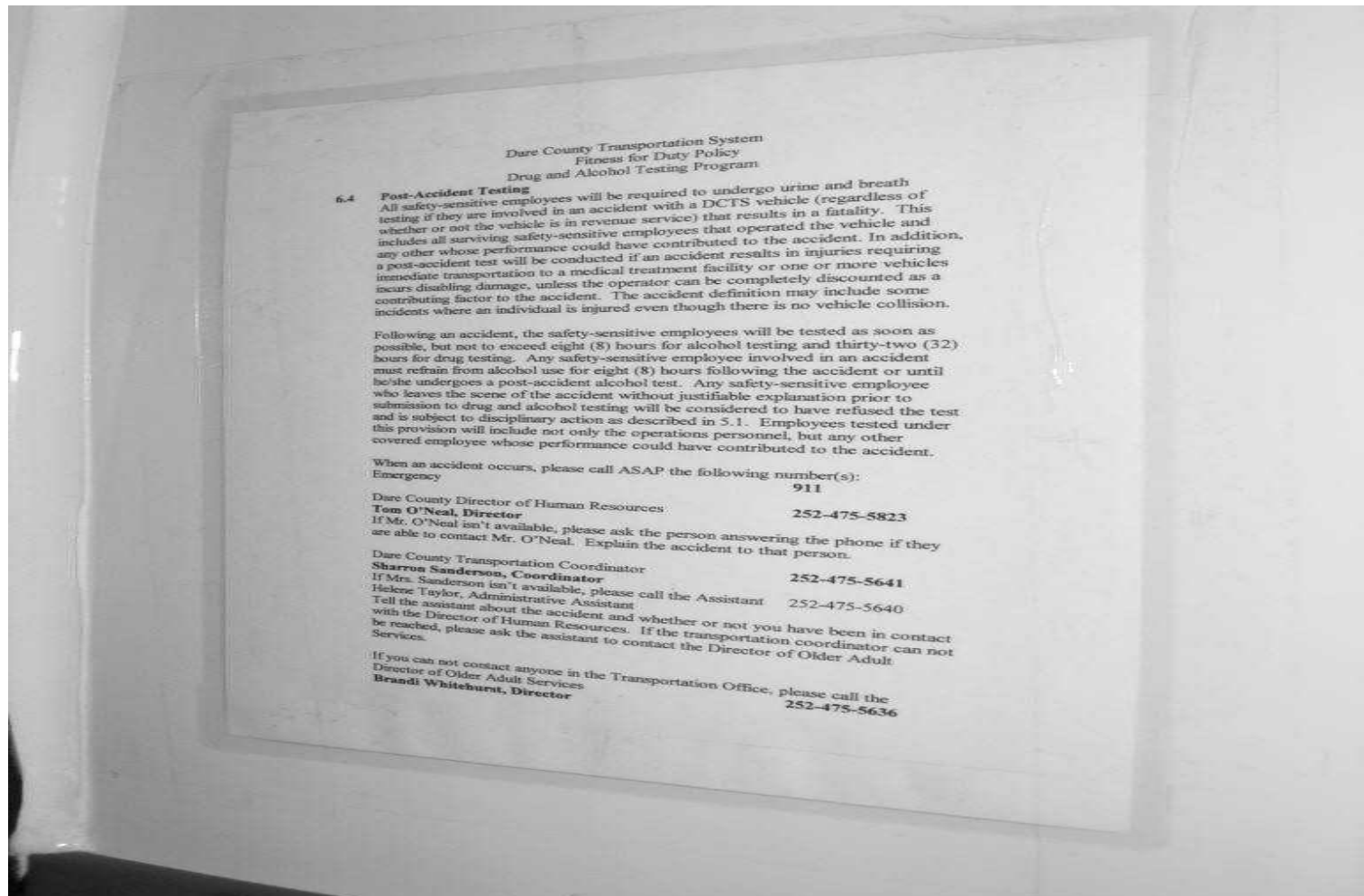
Comments: _____

SELF INSURED GROUP
NCACC LIABILITY & PROPERTY POOL
2.81
POLICY # LP-04-028-04 EFFECTIVE DATE 07/01/2004 EXPIRATION DATE 07/01/2005
YEAR, MAKE, MODEL, & ALL OWNED VEHICLES
AGENCY ISSUING CARD
NCACC Services
108 FAYETTEVILLE STREET MALL, SUITE 800, RALEIGH, NC 27601
INSURED
BARR COUNTY
P.O. BOX 708, MANTO, NC 27554

209765

VEHICLE-4

Drug and Alcohol Testing Program/Post Accident



Findings from SSPP Review

Findings

- The System requires a letter or minutes from the board of directors stating that the plan is accepted.
- Training files do not indicate evidence of training. There were files to show that employees were tested and certified, but no training performed
- There is no schedule in place for refresher training course
- There are no training curriculums, training schedules and audio materials in place to support all in-house training
- There is no training that provides for one-on-one coaching of experienced vehicle operators by other peer operators to improve driving skills, and it is not documented
- There are not established standards for on-the-job training (OJT), and it is not documented when personnel have successfully mastered OJT-based expectations
- There is no person held accountable for the success of the training programs
- There is no training on accident and incident reporting procedures
- There is no system in place to evaluate performance

Recommendations

- That a copy of the letter or minutes showing that the governing board has authorize the SSPP.
- Create lesson plans for the drivers and employees. At least once a month, provide training based on the core elements for the organization
- Develop a refresher training course and document
- Develop training curriculums, training schedules and audio materials to support all in-house training
- Develop training that provides for one-on-one coaching of experienced vehicle operators by other peer operators to improve driving skills, and document the training
- Establish standards for on-the-job (OJT), and document when personnel have successfully mastered OJT-based expectations
- Appoint a person in writing to be accountable for the success of the training programs
- Develop and train individuals on accident and incident reporting procedures and design a checklist
- Create performance evaluation and document annually

Findings from SSPP Review

Findings	Recommendations
<ul style="list-style-type: none">• There is no written personnel policy that defines the relationship between safety, performance and disciplinary procedures	Establish policies on the relationship between safety, performance and disciplinary procedures
<ul style="list-style-type: none">• There is no standard procedure for drivers to report safety-related problems with their vehicles	Develop standard procedure for drivers to report safety-related problems with their vehicles
<ul style="list-style-type: none">• The transit agency has not adopted an exposure control plan that eliminates or minimizes employees' exposure to blood-borne pathogens consistent with OSHA	Establish plan that eliminates or minimizes employees' exposure to blood-borne pathogens consistent with OSHA
<ul style="list-style-type: none">• Drivers do not perform effective pre and post-trip inspections	Establish and develop pre and post-trip inspections for drivers
<ul style="list-style-type: none">• The wheelchair lifts, securement devices and other accessibility features of the transit vehicles were not tested on a daily basis	Add to pre-trip checklist or form a step to check the wheelchair lifts, securement devices and other accessibility on a daily basis
<ul style="list-style-type: none">• There is not a written statement of policy governing maintenance and minimum manufacturer's recommendation that is appropriate to the organization and its transit operations	Develop a written statement of policy governing maintenance and minimum manufacturer's recommendation that is appropriate to the organization and its transit operations
<ul style="list-style-type: none">• The preventive maintenance logs were not completed in a timely and accurate fashion.	Input the preventive maintenance logs in a timely manner